

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113
THURSDAY, JULY 11, 2002
8:15 A.M.**

Commissioners Present: Bob Workman, Chair
Bernie Heier, Vice Chair
Kathy Campbell
Ray Stevens

Commissioners Absent: Larry Hudkins

Others Present: Kerry Eagan, Chief Administrative Officer
Dave Kroeker, Budget and Fiscal Officer
Gwen Thorpe, Deputy Chief Administrative Officer
Dave Johnson, Deputy County Attorney
Bruce Medcalf, County Clerk
Trish Owen, Deputy County Clerk
Ann Taylor, County Clerk's Office

The Staff Meeting was called to order at 8:36 a.m.

AGENDA ITEM

1 APPROVAL OF STAFF MEETING MINUTES OF THURSDAY, JUNE 27, 2002

MOTION: Stevens moved and Campbell seconded approval of the Staff Meeting minutes of June 27, 2002. Stevens, Workman and Campbell voted aye. Heier was absent from voting. Motion carried.

2 ADDITIONS TO THE AGENDA

None were stated.

3 IRS PAYROLL PAYMENT - Doug Cyr, Deputy County Attorney; Tim Genuchi, Accounting Operations Manager for the County Clerk's Office

Workman said Lancaster County has been assessed an \$18,911.60 penalty for late reporting of tax owed for the March 31, 2002 tax period.

Tim Genuchi, Accounting Operations Manager for the County Clerk's Office, explained that there are two parts to the tax deposit process: 1) Deposit the amount of tax owed into a vendor account; 2) Report type of tax owed, payment period and amount of tax to be deposited to the Electronic Federal Tax Payment System (EFTPS). He said funds were transferred into the vendor account for the March 31, 2002 tax period but the report of tax owed was not made to the EFTPS. The mistake was corrected when it was discovered six days later. Genuchi assured the Board that there was no intent to deprive the Internal Revenue Service (I.R.S.) of any tax monies due and said steps have been taken to prevent a reoccurrence.

Doug Cyr, Deputy County Attorney, said the penalty must be paid by July 15, 2002 or the County will be subject to further penalty. He suggested that the County also submit a letter of explanation and ask that the penalty be waived (Exhibit A).

MOTION: Heier moved and Stevens seconded to pay the \$18,911.60 penalty and to authorize the Chair to sign the letter of explanation. Campbell, Workman, Stevens and Heier voted aye. Motion carried.

4 SITTING OUT FINES - County Court Judge Jean Lovell; County Court Judge Gale Pokorny; Peggy Gentles, Judicial Administrator for Lancaster County Court; Mike Thurber, Corrections Director

County Court Judge Jean Lovell said the Board had asked the judges to look at the practice of allowing offenders to sit out fines in the jail (\$60 credit per day). She said they have done so and offer these options: 1) Consider the fine to be a judgement against the individual; 2) Offer community service.

Heier said he believes that offenders that are sitting out fines in the jail should be required to serve on work crews.

County Court Judge Gale Pokorny noted that any money collected on a fine goes to the school district and said it would be responsible for collection if fines are deemed judgements. He said the County may also want to pursue legislation to adjust the credit rate.

Stevens said collection could be profitable for the school district, noting it does not receive any funds when offenders sit out their fines in the jail.

Peggy Gentles, Judicial Administrator for Lancaster County Court, said not all fines are worth pursuing and said there are statues that address the issue of contracting for collection of court fines.

Judge Pokorny said the Court should cease the practice of allowing offenders to sit out traffic fines in jail, noting suspension of drivers licenses by the Nebraska Department of Motor Vehicles for failure to pay traffic fines is an effective tool.

Campbell noted that the County plans to hire a Coordinator of Adult Offender Services to look at alternatives to incarceration.

Kit Boesch, Human Services Administrator, appeared and said there is a proposal to contract with Volunteer Partners for a community service program for adults.

MOTION: Campbell moved and Heier seconded to authorize the Chair to schedule a meeting with the Doug Evans, President of the Lincoln Board of Education; Phil Schoo, Superintendent of Schools; and James Gessford, attorney for the Lincoln Board of Education, to discuss the matter. Heier, Stevens, Workman and Campbell voted aye. Motion carried.

5 BUDGET WORKING SESSION - Dave Kroeker, Budget and Fiscal Officer

Kerry Eagan, Chief Administrative Officer, reviewed requests for exemption from the freeze on hiring and certain expenditures from County Extension (conference); Lancaster Manor (hiring/equipment); County Sheriff (hiring); Records and Information Management (equipment); County Assessor (conference/travel and equipment); Families First & Foremost (F³) (conference/travel); and County Treasurer (equipment) (see Exhibits B, C & D and documents in the agenda packet).

Board consensus was to:

- * County Extension (conference) - Authorize as it is part of the Revolving Fund
- * Lancaster Manor (hiring/equipment) - Authorize with the understanding that it may require cuts elsewhere in the budget
- * County Sheriff (hiring) - Authorize with the understanding that it may require cuts elsewhere in the budget
- * Records and Information Management (equipment) - Authorize repair of existing equipment
- * County Assessor (conference/travel and equipment) - Authorize with the understanding that it may require cuts elsewhere in the budget
- * Families First & Foremost (F³) (conference/travel) - Authorize as expenditure is required by the F³ Grant
- * County Treasurer (equipment) - Hold the request

The Board scheduled setting of a salary for Scott Gaines, County Assessor Chief Administrative Deputy on the July 16, 2002 County Board of Commissioners Meeting agenda (Exhibit E).

Dave Kroeker, Budget and Fiscal Officer, reviewed the following documents (Exhibits F, G, H & I):

- * Lancaster County Historical Valuations and Levies

Kroeker noted a \$6,406,986 increase in taxes, based on requests and a 3.5% valuation increase.

- * Lancaster County FY03 Budget Summary, General Fund
- * General Fund Revenue Budget Summary
- * General Fund Expense Budget Summary
- * Lancaster County FY03 Budget Summary, Debt Service Fund
- * Lancaster County FY03 Budget Summary, Building Fund
- * Lancaster County FY03 Budget Summary, Mental Health Fund
- * Lancaster County Comparison FY03 to FY02 Expense Budget
- * Lancaster County Comparison FY03 to FY02 Revenue Budget
- * General Fund Miscellaneous, General Government (612)
- * Lancaster County Comparison FY03 to FY02 Expense Budget

Kroeker said the \$220,272 adjustment to Juvenile Detention (678) and \$51,483 adjustment to General Fund General Government (612) will reduce the \$6,406,986 tax requirement.

- * Lancaster County Property Tax Funded Budgets, FY03 Requested Budget Compared to FY02 Adopted
- * Group Insurance Comparison, FY03 to FY02

Heier suggested that the Board try to revisit the pharmacy co-payment issue, in light of the budget shortfall.

- * Lancaster County, Employees by Agency, Last 5 Years
- * Lancaster County, Building Fund Budget

The Board requested an estimate of costs from Don Killeen, County Property Manager, for repairs to Trabert Hall and relocation of county offices from the Old Federal Building.

Heier suggested that the sally port at the Lancaster County Juvenile Detention Center be utilized as temporary storage for Property Management, which must vacate its space in the Old Federal Building.

Campbell said the Board may want to consider whether to levy for the Building Fund.

- * Use of Three Year Juvenile Detention Levy Prior to Issuing Bonds
- * Interest Income Comparison, Lancaster County
- * Keno Fund, FY03 Proposed Budget

Kroeker said the Community Mental Health Center (CMHC) has a \$400,000 negative cash balance and suggested that the Keno Fund be used to infuse cash into the agency. Campbell said she is concerned that it would set a precedent.

Board consensus was to defer Seed Money for the Salt Creek Beetle Study (3104) and Saline Wetland Grant Match (3119), pending further information.

Heier questioned Study Development Costs per Comprehensive Plan (3104) and asked whether the work could be done in-house.

- * General Fund Miscellaneous, General Government
- * General Fund Miscellaneous, Justice System
- * General Fund Miscellaneous, Health & Human Services
- * Budget Meeting Schedule
- * Lancaster County Year End Fund Balances from Budgets

Kroeker recommended that the Board raise Lancaster Manor's cash reserve again this year.

Eagan asked whether the County could be reimbursed for indirect costs.

Kroeker said it will depend on the reimbursement rate and recommended looking at it after the Nebraska Legislature's Special Session.

- * June 30, 2002, Lancaster County, Report of Obligations Versus Budget, Percent of Year Remaining = 0.00%
- * Changes from the 5/7/02 Overview

Workman asked why the General Fund Balance has a shortfall of \$1,552,359.

Kroeker said it is due to interest income and the lag in tax revenue collections when there is an increase in levy.

Campbell asked whether the County has any land it can sell.

Kroeker said there are some odd parcels that have proved difficult to sell.

Campbell said it may be necessary to put some items on a "mid-year list".

Board consensus was to: 1) Apprise any department heads that were not present at the Management Team Meeting of the budget shortfall; 2) Notify agencies that have requested additional full-time equivalents (FTE's) that those positions are in jeopardy; 3) Ask Georgia Glass, Personnel Director, to schedule a meeting with representatives of the bargaining units to discuss delaying all raises for six months; and 4) Review the financial status of Lancaster Manor and the Families First & Foremost (F³) Grant Program.

Kroeker also presented Lancaster County, Summary Listing of the Requested Expense Budget, Budget Preparation for Budget Fiscal Year 2003 (Exhibit J).

6 WRAPAROUND SERVICES FOR STATE WARDS - Sheryl Schrepf, Juvenile Mental Health Director

Item dropped from the agenda.

7 JOB DESCRIPTION FOR JUVENILE MENTAL HEALTH DIRECTOR - Sheryl Schrepf, Juvenile Mental Health Director

Item dropped from the agenda.

8 NEBRASKA ON THE MOVE - Don Thomas, County Engineer

Don Thomas, County Engineer, gave a brief overview of "Nebraska on the Move", a new state-wide Comprehensive Transportation Program. He said priority projects for Lancaster County are: 1) South 68th Street (5 miles); 2) West Denton Road (5 miles); 3) North 14th Street (5 miles); 4) One and Six Year Road and Bridge Improvement Program; and 5) South and East Beltways.

9 2000 VERSION OF INTERNATIONAL BUILDING AND RESIDENTIAL CODES; NATIONAL ELECTRICAL CODE - Chuck Zimmerman and Ron Peery, Building & Safety Department; Dave Johnson, Deputy County Attorney

Chuck Zimmerman and Ron Peery, Building & Safety Department, presented the following: 1) 2000 edition of the International Residential Code; 2) 2000 edition of the International Building Code; and 3) 2002 edition of the National Electrical Code. It was noted that the Plumbing and Mechanical Codes are also being updated.

Heier asked Building and Safety to work with the Lincoln/Lancaster County Health Department to insure that sewage and water lines in the County are of sufficient size to allow for build-through by the City.

Brief discussion took place on the issue of requiring building permits for nonfarm buildings.

Dave Johnson, Deputy County Attorney, said there are still some issues related to zoning. He agreed to discuss the matter with the Planning Department and will report back.

10 PER DIEM FOR OFFICE OF JUVENILE SERVICES (OJS) - Dennis Banks, Lancaster County Juvenile Detention Center Director; Judy Foote, Administrative Aide

Dennis Banks, Lancaster County Juvenile Detention Center Director, said the Nebraska Department of Health and Human Services (HHS) has indicated that it will not pay more than a daily per diem rate of \$170 to house Office of Juvenile Services (OJS) youth at the Juvenile Detention Center. He noted that OJS youth represent approximately 25% of the Juvenile

Detention Center's population.

Judy Foote, Administrative Aide, reviewed *Juvenile Detention FY03 Budget vs Per Diem Rates* (Exhibit K) and said the OJS numbers help keep the per diem rate down.

Campbell said she supports a different rate for OJS, as the State has partnered with the County in a number of areas, but said there will need to be periodic adjustments to that rate.

MOTION: Campbell moved and Heier seconded to develop a contract with the State with a daily per diem rate of \$170 and to set the daily per diem rate at \$200 for other counties. Heier, Stevens, Workman and Campbell voted aye. Motion carried.

11 LOCAL LAW ENFORCEMENT BLOCK GRANT - Bill Jarrett, Chief Deputy Sheriff

Bill Jarrett, Chief Deputy Sheriff, said the Lincoln Police Department has applied for the Bureau of Justice Assistance Local Law Enforcement Grant and has named the Lancaster County Sheriff's Office as the disparate agency on the grant. He said the Sheriff's Office is anticipated to receive \$106,960 with a 10% match by the County required.

MOTION: Campbell moved and Stevens seconded to approve the grant submittal.

Campbell suggested exploring whether drug forfeiture money could be used as match for the grant.

ON CALL: Campbell, Workman, Stevens and Heier voted aye. Motion carried.

12 GOVERNMENT/JUSTICE CENTER SPACE MASTER PLAN - John Kay, Sinclair Hille & Associates Inc.

John Kay, Sinclair Hille & Associates Inc., gave an overview of Government/Justice Center Master Plan (Exhibit M).

The Board scheduled a meeting to discuss the Master Plan further on August 6, 2002 at 8 a.m.

13 ADMINISTRATIVE OFFICER REPORT

A. Visitors Promotion Advisory Committee Appointments and By-Laws

MOTION: Campbell moved and Stevens seconded to appoint Pat Hardesty, Scott Miller and Tom Lorenz to the Visitors Promotion Advisory Committee and to schedule ratification of the appointments on the July 16, 2002 County Board of Commissioners Meeting agenda. Campbell, Workman and Stevens voted aye. Heier voted no. Motion carried.

Eagan reviewed proposed changes to the by-laws (Exhibit L).

B. Surplus Property at 84th & Holdrege

The Board did not indicate interest in the surplus property.

C. Administrator Meeting with Douglas and Sarpy Counties

Eagan said discussion focused on the Nebraska Legislature's Special Session.

D. Letters from Cline Williams Law Firm Regarding Lauren Wismer, Bond Counsel

MOTION: Heier moved and Campbell seconded to transfer public finance files from Cline, Williams, Wright, Johnson & Oldfather, L.L.P. to Gilmore & Bell, P.C. Campbell, Workman, Stevens and Heier voted aye. Motion carried.

E. Downtown Lincoln Association Meeting with County Board

Eagan said the Downtown Lincoln Association (DLA) plans to meet with Commissioners on an individual basis.

F. County Board Staff

Gwen Thorpe, Deputy Chief Administrative Officer, said Elizabeth Rowe, a temporary employee in the County Commissioners Office, is not interested in extending her temporary employment.

Campbell suggested that the Board try to secure a temporary, part-time employee through the Retired Senior Volunteer Program (RSVP) or Operation ABLE Program.

G. General Assistance Application

Eagan said a new Lancaster County General Assistance Application is proposed (see agenda packet).

H. Economic Development Meeting

Thorpe said there was interest in accessing County maps.

I. Board of Equalization Schedule

Trish Owen, Deputy County Clerk, reviewed the Board of Equalization schedule.

Board consensus was to hold hearings from 8 a.m. to 12 p.m. on July 19th and 23rd; with the morning of July 24th reserved as a contingency date. Hearings were eliminated on July 22nd.

Final action will be taken on July 25th at 1:30 p.m.

14 DISCUSSION OF BOARD MEMBER MEETINGS

- A. Public Building Commission - Campbell, Hudkins

Item held.

- B. Region V Governing Board - Heier

Meeting was cancelled.

- C. General Assistance Monitoring Committee - Campbell, Stevens

Stevens said dental care was discussed.

15 ADJOURNMENT

MOTION: Heier moved and Campbell seconded to adjourn the meeting at 12:25 p.m. Campbell, Workman, Stevens and Heier voted aye. Motion carried.

Bruce Medcalf
County Clerk